

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Notification of Price Adjustment

We hope this message finds you well. We want to take a moment to express our appreciation for your continued partnership with [Your Company Name]. It has been a pleasure serving you.

We are writing to inform you of an adjustment in our pricing structure that will take effect on [Effective Date]. This decision has not been made lightly but is necessary due to [brief reason for the price increase, e.g., rising costs of materials, inflation, increased operational expenses].

The new pricing will be as follows:

- [Service/Product 1]: [Old Price] - [New Price]
- [Service/Product 2]: [Old Price] - [New Price]
- [Service/Product 3]: [Old Price] - [New Price]

We understand that any price increase may raise concerns and we are here to address any questions you may have. Our commitment to providing quality service and products remains unwavering, and we believe that this adjustment will enable us to continue meeting your needs effectively.

Thank you for your understanding and support. We look forward to continuing our partnership and serving you in the future.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]